



STATE PERSONNEL BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

| | | | |
|------------------------|---|------------------------------------|----------------------------|
| DEPARTMENT: | STATE PERSONNEL BOARD | RELEASE DATE: | Thursday, December 3, 2009 |
| POSITION TITLE: | Presiding Administrative Law Judge, State Personnel Board | FINAL FILING DATE: | Tuesday, December 22, 2009 |
| CEA LEVEL: | CEA 2 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 7,815.00 - \$11,000.00 / Month | BULLETIN ID: | 12032009_1 |

POSITION DESCRIPTION

Under the administrative direction of the Chief Administrative Law Judge, the Presiding Administrative Law Judge, State Personnel Board (SPB) plans, directs, organizes, and assigns the work of the Administrative Law Judges and the Calendaring unit of the SPB. The incumbent provides policy guidance, monitors and evaluates the work the Administrative Law Judges and Calendaring unit. Oversees the supervision of the administrative operation of the Hearing Office; confers with and assists other Administrative Law Judges, SPB, on problem cases and provides guidance; assists in the program for continued improvement of the administrative hearing process; presides over the most difficult and sensitive administrative hearings and prepares decisions under the provisions of the State Civil Service Act and related statutes. Evaluates SPB policies and practices for the evidentiary appeals function and will review applicable statutes, rule and regulations applicable to the evidentiary appeals functions. In consultation with the Chief Administrative Law Judge, the Presiding Administrative Law Judge will recommend and develop legislative and regulatory proposals designed to re-engineer the evidentiary appeals function and accomplish goals established by the department's Strategic Plan. The Presiding Administrative Law Judge is critical to achieving efficiency, economy and equity in the processing of evidentiary appeals for the State of California. The incumbent establishes and maintains effective relationships with State departments, employee organizations, community/advocate organizations, and federal and local agencies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with

substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Experience which has included substantial responsibility for a combination of management functions in a legal operation of a State department that included case management; policy formulation; organization, coordination and management of legal case workload.
- Experience working successfully with top level management, including but not limited to Executive Officers, Chief Counsel, employee advocacy groups and attorneys, and officials from other State agencies.
- Experience formulating and administering departmental policies and programs.
- Ability to plan, direct, and control the activities of professional, technical, and clerical support staff and Administrative Law Judges.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Presiding Administrative Law Judge, State Personnel Board**, with the **STATE PERSONNEL BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will be notified in writing of the examination results. The result of this examination will be used to fill the position of Presiding Administrative Law Judge, State Personnel Board. The results may be used to fill future vacancies for this position; however the SPB reserves the right to abolish the list at any time. Applications will be retained for twelve months.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the exam process. Hiring interviews may be

held for the top candidates as determined via this examination process.

FILING INSTRUCTIONS

Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process. The application, Statement of Qualifications, and resume must be submitted by the final filing date, December 22, 2009.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length, with standard margins, font and font size.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE PERSONNEL BOARD, Human Resources
801 Capitol Mall, MS 66, Sacramento, CA 95814
Armando Hidalgo | 916-653-0155 | ahidalgo@spb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>